

MOS 3010, GROUND SUPPLY OPERATIONS OFFICER

DUTY AREA 01 - PROPERTY ACCOUNTING: WO

TASK: 3010.01.01 (CORE) MANAGE ALLOWANCES

CONDITION(S): Given a Table of Organization (T/O), a Table of Equipment (T/E), Special Allowance/Command adjustment authorization letters, Property Accounting Document, access to an automated system with applicable software, and the references.

STANDARD(S): To ensure equipment allowances will be identified and managed on the Property Accounting Document.

PERFORMANCE STEPS:

1. Compute weapons and individual equipment allowances per the T/O.
2. Load all authorized allowances, special allowances, and command adjustments to the Property Control Document.
3. Reconcile the Property Control Document with the T/E.
4. Reconcile the Property Control Document, T/E, and MDSSII as required.
5. Direct corrective action is taken on the Property Control Document when required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. MCO P4400.150_, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124_, SASSY Using Units Procedures

TASK: 3010.01.02 (CORE) SUBMIT T/O&E CHANGE REQUESTS

CONDITION(S): Given a requirement to adjust unit allowances, the unit's Table of Organization and Equipment (T/O&E), special allowance authorization, Type 2 authorized allowances, access to an automated system with applicable software, and the references.

STANDARD(S): To ensure the unit's accountable records accurately reflect Type 1 and 2 allowances established by the T/E, unit T/O, special allowances authorization, and Type 2 authorized allowances.

PERFORMANCE STEPS:

1. Review the references.
2. Reconcile T/E, T/O, Type 2, and special allowances to quantities listed on the

MCO 1510.73C
DRAFT

allowance field of the accountable record.

3. Identify discrepancies.
4. Submit T/O&E change requests.
5. Monitor change requests until approved or denied.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. MCO P5311.1_, Total Force Structure Process
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TASK: 3010.01.03 (CORE) MANAGE REDISTRIBUTIONS

CONDITION(S): Given on-hand assets, allowance documents, property control document, access to an automated system with applicable software, and the references.

STANDARD(S): To redistribute excess assets in accordance with the references.

PERFORMANCE STEPS:

1. Validate excess/deficient equipment reflected on the property accounting document is actually on hand.
2. Report excess/deficient equipment.
3. Submit a request for disposition instructions for controlled items as required.
4. Verify transactions are processed.
5. Verify property accounting document is updated.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P4400.150_, Consumer Level Supply Manual
 2. MCO P4400.82_, Regulated/Control Item Management Manual
 3. UM 4400-124_, SASSY Using Units Procedures
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TASK: 3010.01.04 (CORE) DIRECT DISPOSAL OF DAMAGED OR DETERIORATED SUPPLIES AND EQUIPMENT

CONDITION(S): Given unserviceable material and references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Validate condition of the equipment.
2. Supervise turn-in to the Defense Reutilization Marketing Office, as required.
3. Validate Property Accounting Document has been adjusted as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. DOD 4160.21-M, Defense Reutilization and Marketing Manual
3. UM 4400-124_, SASSY Using Units Procedures

TASK: 3010.01.05 (CORE) MANAGE CONTROLLED ITEMS

CONDITION(S): Given a requirement to account for controlled items, Property Control Document, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Identify all items with a Controlled Item Code (CIC) of A through I.
2. Submit requests for disposition instructions for controlled items, as required.
3. Request document number to order deficiencies as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. MCO P4400.150_, Consumer Level Supply Manual
2. MCO P4400.82_, Regulated/Control Item Management Manual
3. OPNAV 5530.14, Physical Security and Loss Prevention
4. UM 4400-120, Asset Tracking for Logistics Supply System
5. UM 4400-123, FMF SASSY Management Unit Procedures
6. UM 4400-124_, SASSY Using Units Procedures

TASK: 3010.01.06 (CORE) MANAGE THE ROLLBACK OF EXCESS MATERIAL

Appendix B to
ENCLOSURE (6)

6-B-3

MCO 1510.73C
DRAFT

CONDITION(S): Given excess material to be rolled back and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Identify excess material to be rolled back.
2. Verify excess material is rolled back.
3. Validate property accounting record is adjusted as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. MCO P4400.150_, Consumer Level Supply Manual
2. MCO P4400.151_, Intermediate Level Supply Management Policy Manual
3. UM 4400-120, Asset Tracking for Logistics Supply System
4. UM 4400-124_, SASSY Using Units Procedures

TASK: 3010.01.07 (CORE) MANAGE THE MAINTENANCE OF RESPONSIBLE OFFICER (RO) ACCOUNTS

CONDITION(S): Given Responsible Officer (RO) accounts, pending transactions, supporting documentation, access to an automated system with applicable software, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Verify that responsible officers are appointed in writing by the commanding officer.
2. Verify that all RO acceptance letters are on file.
3. Verify that adjustments to RO accounts are processed.
4. Conduct reconciliations with ROs as directed in the references.
5. Resolve any discrepancies with RO accounts.

6. Endorse Requests for Investigation submitted by ROs as required.

7. Direct annual inventories of RO accounts per the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

Appendix B to
ENCLOSURE (6)

6-B-4

MCO 1510.73C
DRAFT

1. Local SOP
2. MCO P4400.150_, Consumer Level Supply Manual
3. UM 4400-120, Asset Tracking for Logistics Supply System
4. UM 4400-124_, SASSY Using Units Procedures

TASK: 3010.01.08 (CORE) CONDUCT ANNUAL INVENTORY

CONDITION(S): Given a using unit supply account, property control documentation, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To ensure all assets are accounted for on property control documents in accordance with the references.

PERFORMANCE STEPS:

1. Direct the inventory of on-hand items.
2. Identify variances for all items on the Property Control Documents.
3. Identify all on-hand items that are not listed on the Property Control Document.
4. Conduct causative research for variances as required.
5. Initiate requests for investigative action as required.
6. Report results of inventory to Commanding Officer.
7. Obtain authorization to make adjustments to Property Control Document in accordance with the references.
8. Verify all adjustment transactions are processed.
9. Maintain record of inventory on file in accordance with the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. MCO P4400.150_, Consumer Level Supply Manual

TASK: 3010.01.09 (CORE) CONDUCT SPOT/CYCLICAL INVENTORY

CONDITION(S): Given a using unit supply account, the Property Control Document, access to an automated system with applicable software and internet connectivity, and the reference.

Appendix B to
ENCLOSURE (6)

6-B-5

MCO 1510.73C
DRAFT

STANDARD(S): To ensure assets are accounted for in accordance with the references.

PERFORMANCE STEPS:

1. Direct spot inventories of specific TAMCNs for immediate feedback of on-hand accuracy.
2. Direct a cyclic inventory schedule to continually monitor the accountability of assets.
3. Identify variances for selected items between the counts and the Property Control Documents.
4. Conduct causative research for variances as required.
5. Initiate requests for investigative action as required.
6. Report results of inventory to Commanding Officer.
7. Obtain authorization to make adjustments to Property Control Document in accordance with the references.
8. Verify all adjustment transactions are processed.
9. Maintain record of inventory on file in accordance with the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. MCO P4400.150_, Consumer Level Supply Manual

TASK: 3010.01.10 (CORE) MAINTAIN MONEY VALUE GAIN/LOSS (MVGL) REPORT

CONDITION(S): Given Money Value Gain/Loss Notices, supporting documentation, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review Money Value Gain/Loss Notices and supporting documentation.
2. Research all computer-generated and administrative gains to ascertain cause.
3. Obtain required certification from the Commanding Officer.
4. Verify that Money Value Gain Loss Notice reports are maintained per the references.

Appendix B to
ENCLOSURE (6)

6-B-6

MCO 1510.73C
DRAFT

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P4400.150_, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124_, SASSY Using Units Procedures

TASK: 3010.01.11 (CORE) MANAGE SUBSIDIARY RECORDS/SYSTEMS FOR NON-ISSUED SERIALIZED GEAR

CONDITION(S): Given serialized highly pilferable items and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Identify serialized and highly pilferable items.
2. Inventory nonissued serialized and highly pilferable items.
3. Complete subsidiary records on all items inventoried per the references.
4. Maintain Sub-Custody Records, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. MCO P4400.150_, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124_, SASSY Using Units Procedures
4. UM 4400-15, Organic Property Control Procedures

ADMINISTRATIVE INSTRUCTIONS: A unit may use a CMR account for the warehouse for accountability; however, the supply officer remains responsible for assets in the warehouse.

TASK: 3010.01.12 (CORE) MAINTAIN SMALL ARMS REPORT

CONDITION(S): Given a requirement to manage serialized small arms, Property Control Document, Serialized Small Arms Report, supporting documentation, RO account, access to an automated system with applicable software, and the references.

STANDARD(S): To ensure the Serialized Small Arms Report is verified and returned to

Appendix B to
ENCLOSURE (6)

6-B-7

MCO 1510.73C
DRAFT

Naval Surface War-fighting Center Division (NAVSURFWARCENDIV), Crane, Indiana, in accordance with the references.

PERFORMANCE STEPS:

1. Verify the Commanding Officer has appointed an Inventory Officer to conduct the Small Arms inventory.
2. Ensure an inventory is conducted by the Inventory Officer, in accordance with the references.
3. Reconcile variances identified by the Inventory Officer between the counts and the Property Control Documents.
4. Initiate requests for investigative action as required.
5. Report results of inventory to Commanding Officer.
6. Forward the Serialized Small Arms Report to the Commanding Officer for signature.
7. Submit Serialized Small Arms Report to NAVSURFWARCENDIV, Crane, Indiana, in accordance with the references.
8. Obtain authorization to make adjustments to Property Control Document in accordance with the references, as required.
9. Verify all adjustment transactions are processed as required.
10. Verify that all changes to serialized small arms inventory are reported to

NAVSURFWARCEMDIV, Crane, Indiana immediately as they occur.

11. Verify that a copy is maintained on-hand, in accordance with the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. MCO 8300.1_, USMC Serialized Control of Small Arms System
2. MCO P4400.150_, Consumer Level Supply Manual
3. UM 4400-124_, SASSY Using Units Procedures

TASK: 3010.01.13 (CORE) MANAGE TEMPORARY LOAN FILES

CONDITION(S): Given a requirement for the temporary loan of assets, Equipment Custody Records, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

Appendix B to
ENCLOSURE (6)

6-B-8

MCO 1510.73C
DRAFT

1. Verify that proper authorization is provided prior to initiating temporary loans.
2. Verify that temporary loans are issued using Equipment Custody Records.
3. Verify temp loans are returned within required timeframes.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. MCO P4400.150_, Consumer Level Supply Manual
3. UM 4400-124_, SASSY Using Units Procedures

TASK: 3010.01.14 (CORE PLUS) MANAGE NON-T/E ASSETS

CONDITION(S): Given the requirement to account for non-T/E assets, access to an automated system with applicable software, and the references.

STANDARD(S): In accordance with local SOP and the references.

PERFORMANCE STEPS:

1. Account for Garrison Property as required.
2. Account for Morale, Welfare, and Recreation Equipment as required.
3. Account for consumable supplies as required.
4. Account for non-T/E assets as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. MCO P1700.27, Marine Corps Community Services Policy Manual
3. MCO P4400.150_, Consumer Level Supply Manual
4. UM 4400-120, Asset Tracking for Logistics Supply System
5. UM 4400-124_, SASSY Using Units Procedures

TASK: 3010.01.15 (CORE) MANAGE THE CONTROL OF INDIVIDUAL EQUIPMENT

CONDITION(S): Given accountable assets, locator decks, individual equipment issue

Appendix B to
ENCLOSURE (6)

6-B-9

MCO 1510.73C
DRAFT

point, Individual Memorandum Receipts, access to an automated system with applicable software, and the references.

STANDARD(S): To ensure all individual equipment is maintained, issued, and accounted for in accordance with the references.

PERFORMANCE STEPS:

1. Maintain adequate issue point security.
2. Verify serviceability of issue point stocks.
3. Verify that all individual equipment is properly issued and subcustodied on Individual Memorandum Receipts (IMR) or appropriate automated system records.
4. Verify that IMRs (or substitute system records) are reconciled with the unit alpha roster on a monthly basis.
5. Conduct inventories as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. Internal Management Control Reference
2. Local SOP
3. MCO P4400.150_, Consumer Level Supply Manual
4. MCO P4450.7_, Marine Corps Warehousing Manual
5. OPNAV 5530.14, Physical Security and Loss Prevention
6. UM 4400-120, Asset Tracking for Logistics Supply System
7. UM 4400-124_, SASSY Using Units Procedures

TASK: 3010.01.16 (CORE) MANAGE SUPPLY RELATED INVESTIGATIONS

CONDITION(S): Given a completed supply related investigation and the references.

STANDARD(S): To ensure investigations are vouchered and adjustments to property control documents made as required in accordance with the references.

PERFORMANCE STEPS:

1. Verify investigation is vouchered.
2. Verify adjustment transactions are processed and vouchered as required.
3. Redline investigations in accordance with the reference.

Appendix B to
ENCLOSURE (6)

6-B-10

MCO 1510.73C
DRAFT

4. Comply with applicable recommendations of the investigating officer that are approved by the Commanding Officer.
5. Certify the investigation.
6. Verify investigations are maintained on file in accordance with the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. MCO P4400.150_, Consumer Level Supply Manual
2. UM 4400-124_, SASSY Using Units Procedures

TASK: 3010.01.17 (CORE) ASSIST IN MAINTAINING THE MARINE CORPS GROUND EQUIPMENT

RESOURCE REPORTABLE (MCGERR) ITEMS

CONDITION(S): Given maintenance readiness reports, Property Control Document, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To ensure all MCGERR reportable items are on-hand.

PERFORMANCE STEPS:

1. Reconcile the T/E or T/A with Marine Corps Bulletin 3000 quarterly.
2. Validate all MCGERR reportable items are on the maintenance readiness report.
3. Review maintenance readiness report for supply related deficiencies.
4. Monitor requisitions for MCGERR items.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO 3000.11, Marine Corps Ground Equipment Resource Reporting
2. MCO P4400.150_, Consumer Level Supply Manual

TASK: 3010.01.18 (CORE) ANALYZE PROPERTY ACCOUNTING REPORTS

CONDITION(S): Given mechanized system reports, Property Control Document, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To ensure the property accounting documents are maintained current in accordance with the references.

PERFORMANCE STEPS:

Appendix B to
ENCLOSURE (6)

6-B-11

MCO 1510.73C
DRAFT

1. Review exception reports.
2. Review error reports.
3. Review voucher dumps as required.
4. Review history file reports as required.
5. Reconcile discrepancies between the mechanized system reports and the Property Control Documents.
6. Take corrective action as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P4400.150_, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124_, SASSY Using Units Procedures

Appendix B to
ENCLOSURE (6)

6-B-12

MCO 1510.73C
DRAFT

DUTY AREA 02 - REQUISITIONING: WO

TASK: 3010.02.01 (CORE) MANAGE PROCESSING OF ADDITIONAL DEMANDS

CONDITION(S): Given an additional demand, requirements to repair/replace components of end items, maintenance order, maintenance part request, SL-3/4 as applicable, access to an automated system with applicable software, and the references.

STANDARD(S): To ensure additional demands are processed per the references.

PERFORMANCE STEPS:

1. Verify that technical research has been conducted.
2. Verify that additional demands have been accurately processed.
3. Verify that maintenance orders have been appropriately approved.
4. Verify that maintenance part requests have been accurately processed.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. MCO P4400.150_, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124_, SASSY Using Units Procedures
4. UM 4790-5, MIMMS (AIS) Field Users Manual

ADMINISTRATIVE INSTRUCTIONS: Maintenance Order - ERO (Equipment Repair Order)
Maintenance Part Request - EROSL (Equipment Repair Order Shopping List)

TASK: 3010.02.02 (CORE) MANAGE UNIFORM MOVEMENT ISSUE AND PRIORITY SYSTEM

CONDITION(S): Given a Document Control File, Unit Performance Report, access to Force/Activity Designator (FAD), Urgency of Need Designator (UND), access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure priorities are assigned based on the actual UND.
2. Ensure written guidance is provided regarding appropriate utilization of the priority system.
3. Ensure the corrective action is accomplished.

Appendix B to
ENCLOSURE (6)

6-B-13

MCO 1510.73C
DRAFT

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: WO

REFERENCE(S):

1. MCO 4400.16_, Uniform Material Movement Issue and Priority System (UMMIPS)

2. MCO P4400.150_, Consumer Level Supply Manual
3. UM 4400-120, Asset Tracking for Logistics Supply System
4. UM 4400-124_, SASSY Using Units Procedures
5. UM 4400-15, Organic Property Control Procedures

TASK: 3010.02.03 (CORE) MANAGE MAINTENANCE OF REQUISITIONS

CONDITION(S): Given a Document Control File, a pending requisition file, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Schedule and verify that reconciliations are conducted every two weeks with supported customers.
2. Validate that all problems are resolved and necessary cancellation, follow-up, discrepancies in shipment, or modification actions are initiated as required.
3. Evaluate outcome of reconciliations.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. MCO P4400.150_, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124_, SASSY Using Units Procedures

TASK: 3010.02.04 (CORE) MANAGE DAILY MAINTENANCE TRANSACTIONS LIST

CONDITION(S): Given a daily maintenance transaction list, maintenance order, maintenance part request, and maintenance records status files, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

Appendix B to
ENCLOSURE (6)

6-B-14

MCO 1510.73C
DRAFT

1. Verify that pending maintenance orders on the daily maintenance transactions list have been reconciled and processed on the maintenance records status files.

2. Ensure transactions to correct errors have been submitted.
3. Ensure reconciliations with commodities are performed.
4. Conduct periodic reviews per current directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System
2. UM 4400-124_, SASSY Using Units Procedures
3. UM 4790-5, MIMMS (AIS) Field Users Manual

TASK: 3010.02.05 (CORE PLUS) MANAGE THE RECONCILIATION OF THE MATERIAL OBLIGATION
VALIDATION/BACKORDER VALIDATION

CONDITION(S): Given an MOV/BOV, Document Control File, MOV/BOV reconciliation schedule,
access to an automated system with applicable software and internet connectivity, and
the references.

STANDARD(S): In accordance with references.

PERFORMANCE STEPS:

1. Reconcile all requirements against the MOV/BOV as directed.
2. Validate the annotation of the appropriate listings/documents.
3. Comply with quarterly MOV/BOV requirements.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. Local SOP
2. MCO P4400.150_, Consumer Level Supply Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures
4. UM 4400-124_, SASSY Using Units Procedures
5. UM 4400-15, Organic Property Control Procedures

TASK: 3010.02.06 (CORE) MANAGE THE SUPPLY DISCREPANCY REPORT

Appendix B to
ENCLOSURE (6)

DRAFT

CONDITION(S): Given a requirement to submit a Supply Discrepancy Report (SDR), access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Determine the type of discrepancy.
3. Determine the distribution of SDR.
4. Audit the prepared SDR.
5. Monitor use of on-line SDR submission to Defense Logistics Agency.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. DLA HANDBOOK, Defense Logistics Agency Customer Service Handbook
2. SECNAVINST 4355.18, Reporting of Items and Packaging Discrepancies
3. UM 4400-123, FMF SASSY Management Unit Procedures
4. UM 4400-124_, SASSY Using Units Procedures

TASK: 3010.02.07 (CORE) ANALYZE THE REQUISITION MANAGEMENT REPORTS

CONDITION(S): Given the requisition management reports, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Interpret information on the requisition management reports.
2. Identify problem areas.
3. Initiate corrective action as required.
4. Verify that corrective action is accomplished.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: WO

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System

Appendix B to
ENCLOSURE (6)

2. UM 4400-124_, SASSY Using Units Procedures

6-B-17

MCO 1510.73C
DRAFT

DUTY AREA 03 - FINANCIAL MANAGEMENT: WO

TASK: 3010.03.01 (CORE) PREPARE ANNUAL BUDGET

CONDITION(S): Given local budget guidance from the comptroller, commodity manager's resource requirements, budget execution activity (BEA) management reports, past spending history, previous year's annual and midyear budget, budget documentation, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review local budget guidance.
2. Collect and review all historical and current information affecting the budget, to include annual training and operations.
3. Consolidate all maintenance, T/E, inventory, training, administrative, replenishment/replacement, and other deficiencies.
4. Identify and segregate all requirements for Planning Estimate (PE) funding and Requisition Authority (RA) funding.
5. Hold an internal budget review with commodity managers.
6. Identify funding deficiencies by comparing total resource requirements with annual authorizations.
7. Construct draft budget and deficiency report.
8. Prioritize and justify funding deficiencies.
9. Obtain Commanding Officer's approval.
10. Submit final budget and deficiency report.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. NAVMC 2664
3. NAVSO P3006
4. DOD 7000.14-R, Financial Management Regulation
5. MCO P7100.8_, Field Budget Guidance Manual

6. MCO P7300.21, SABRS Financial Procedures Manual

7. SABRS USER MANUAL, Standard Accounting, Budgeting, and Reporting System

Appendix B to
ENCLOSURE (6)

6-B-18

MCO 1510.73C
DRAFT

(SABRS) Manual

TASK: 3010.03.02 (CORE) EXECUTE BUDGET/SPENDING PLAN

CONDITION(S): Given a funding authorization, source documents, material and services reports, budget execution activity (BEA) management reports, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To ensure funds are expended per the budget submitted.

PERFORMANCE STEPS:

1. Review the budget.
2. Manage source documents.
3. Verify that obligations do not exceed authorizations.
4. Direct fiscal reconciliation between the pending, obligated, and completed files with the SABRS management reports.
5. Manage reconciliation of Requisition Authority (RA) obligations.
6. Validate all unliquidated obligations (ULO), to include travel orders (TAD).
7. Resolve ULO discrepancies.
8. Meet quarterly obligation goals.
9. Identify deficiencies to commanding officer.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. DOD 7000.14-R, Financial Management Regulation
3. MCO 10110.40_, Policy for Requisition, Issue and Control of Packaged Operational Rations, Accounting for Operational Rations
4. MCO P7100.8_, Field Budget Guidance Manual
5. MCO P7300.21, SABRS Financial Procedures Manual

TASK: 3010.03.03 (CORE) CONDUCT MIDYEAR REVIEW

CONDITION(S): Given budget guidance, a current budget, usage data, projected requirements, previous year's budget, access to an automated system with applicable software and internet connectivity, and the references.

Appendix B to
ENCLOSURE (6)

6-B-19

MCO 1510.73C
DRAFT

STANDARD(S): To ensure adequate funds are available to support mission requirements through the end of the fiscal year.

PERFORMANCE STEPS:

1. Review current fiscal year budget, usage data, projected requirements, and previous year's operational budget to determine unfunded requirements.
2. Consolidate and prioritize all maintenance, T/E, inventory, training, administrative, replenishment/replacement, and other deficiencies.
3. Prepare midyear review per the reference and local guidance.
4. Brief the Commanding Officer on the state of the midyear review.
5. Submit the midyear review.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. MCO P7100.8_, Field Budget Guidance Manual

TASK: 3010.03.04 (CORE) MANAGE FISCAL ACCOUNTABILITY

CONDITION(S): Given budget guidance, a current budget, weekly available balance reports, document control file, Standard Accounting Budgeting and Reporting System (SABRS) reports, budget execution activity (BEA) management reports, fiscal logbook, pending and completed fiscal files, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To ensure financial resources are correctly accounted for and records maintained in accordance with the references.

PERFORMANCE STEPS:

1. Ensure appointment and revocation letters are maintained on file for the supply officer and fiscal clerk.

2. Manage source documents.
3. Manage the extract and maintenance of required fiscal reports from SABRS and SMARTS.
4. Manage the reconciliation between SABRS and the supply mainframe and/or the supply operating system.
5. Manage the available balances.
6. Brief the Commanding Officer on the status of funds on a regular basis.

Appendix B to
ENCLOSURE (6)

6-B-20

MCO 1510.73C
DRAFT

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. DOD 7000.14-R, Financial Management Regulation
3. MCO 5212.5_, Records Disposition Manual
4. MCO P7100.8_, Field Budget Guidance Manual
5. MCO P7300.21, SABRS Financial Procedures Manual

TASK: 3010.03.05 (CORE) CONDUCT ANNUAL CLOSEOUT

CONDITION(S): Given local closeout guidance from the comptroller and the intermediate supply support activity (ISSA), budget execution activity (BEA) management reports, material and services reports, unfunded requirements, an approved budget, year-end spending plan, outstanding obligations, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To ensure obligation percentages do not exceed total authorization.

PERFORMANCE STEPS:

1. Review guidance from comptroller, ISSA, and Purchasing and Contracting.
2. Closeout all reimbursable funding documents.
3. Collect, review, and prioritize all known end-of-year spending requirements for both Requisition Authority (RA) funds and Planning Estimate (PE) funds.
4. Create a spending plan for end-of-year funds.
5. Create a prioritized funding deficiency report for possible distribution of

additional end-of-year funds.

6. Verify obligation percentages are met per the budget/spending plan and local closeout guidance.

7. Manage unliquidated orders, taking corrective action for all invalid obligations and liquidations.

8. Verify that results from closeout are submitted to higher headquarters.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP

Appendix B to
ENCLOSURE (6)

6-B-21

MCO 1510.73C
DRAFT

2. DOD 7000.14-R, Financial Management Regulation

3. MCO P7100.8_, Field Budget Guidance Manual

TASK: 3010.03.06 (CORE PLUS) MANAGE FISCAL FOR UNIT FUNDED EXERCISES

CONDITION(S): Given an exercise operations order, task organization list, equipment density list (EDL), unit/commodity exercise requirements historical fiscal after action reports, historical exercise requirements, and the references.

STANDARD(S): To determine the requirements and financially support the exercise.

PERFORMANCE STEPS:

1. Review the exercise operations order, task organization, EDL, historical fiscal after action reports, historical exercise requirements, and the references.

2. Validate unit/commodity exercise requirements with logistics officer and commodity managers.

3. Create a fiscal estimate for all classes of supply and exercise support requirements.

4. Determine the feasibility of financially supporting the exercise within the established budget, and/or identify potential external funding sources.

5. Brief Commanding Officer on the fiscal estimate, feasibility, and financial impact to the unit.

6. Request financial information pointers (FIP) from the comptroller in order to identify the exercise costs.

7. Manage funds and fiscal logbooks/files in support of the exercise.

8. Identify all exercise costs and maintain source documents.
9. Create a fiscal after action report detailing all exercise costs.
10. Brief the Commanding Officer of the fiscal after action report and the impact on the budget.
11. File the fiscal after action report and all supporting exercise information for historical reference.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. DOD 7000.14-R, Financial Management Regulation
3. MCO P7100.8_, Field Budget Guidance Manual

Appendix B to
ENCLOSURE (6)

6-B-22

MCO 1510.73C
DRAFT

TASK: 3010.03.07 (CORE PLUS) MANAGE FISCAL FOR EXTERNALLY FUNDED EXERCISES

CONDITION(S): Given an exercise operations order, task organization list, equipment density list (EDL), fiscal letter of instruction, unit/commodity exercise requirements historical fiscal after action reports, historical exercise requirements, and the references.

STANDARD(S): To determine the requirements and financially support the exercise with external funding.

PERFORMANCE STEPS:

1. Review the exercise operations order, task organization, EDL, fiscal letter of instruction, historical fiscal after action reports, historical exercise requirements, and the references.
2. Identify unit/commodity exercise requirements with logistics officer and commodities.
3. Create a fiscal estimate for all classes of supply and exercise support requirements.
4. Brief Commanding Officer on the fiscal estimate, and support requirements for the exercise.
5. Submit the fiscal estimate (requirements) to the external agency providing funding.

6. Identify the amount of funding provided by the external agency.
7. Revise the fiscal estimate in accordance with the amount of funding provided, identifying any funding deficiencies, and their impact on the exercise.
8. Request financial information pointer (FIP), which cites the external funding, from the comptroller to identify the exercise costs.
9. Manage funds and fiscal logbooks/files in support of the exercise.
10. Identify all exercise costs and maintain source documents.
11. Create a fiscal after action report, which details all exercise costs, to external agencies providing funding.
12. Brief the Commanding Officer of the fiscal after action report and the impact on the budget.
13. Submit fiscal after action report to the external agency providing funding.
14. Reconcile cost identified in fiscal after action report with funding provided by external agencies.
15. File the fiscal after action report and all supporting exercise information for

Appendix B to
ENCLOSURE (6)

6-B-23

MCO 1510.73C
DRAFT

historical reference.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. DOD 7000.14-R, Financial Management Regulation
3. MCO P7100.8_, Field Budget Guidance Manual

TASK: 3010.03.08 (CORE PLUS) MANAGE REIMBURSABLE FUNDING

CONDITION(S): Given a support agreement, a requirement for a reimbursable, access to an automated system, internet access, appropriate software, and the reference.

STANDARD(S): To establish and manage reimbursable funding.

PERFORMANCE STEPS:

1. Identify the requirements of the support (reimbursable) agreement, to include any required reports.
2. Coordinate the reimbursable agreement with the external agency and the

comptroller.

3. Execute funds provided by the reimbursable document.
4. Coordinate with the comptroller to close the reimbursable once all requirements have been met.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. DOD 7000.14-R, Financial Management Regulation

TASK: 3010.03.09 (CORE PLUS) MANAGE THE UNIT'S GOVERNMENT CREDIT CARD PROGRAM

CONDITION(S): Given a government credit card, access to an automated system with applicable software internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Identify the approving official and government credit card holders for the using unit.

Appendix B to
ENCLOSURE (6)

6-B-24

MCO 1510.73C
DRAFT

2. Direct the appropriate training for certification as an approving official and government credit card holder.
3. Maintain all appointment letters, revocation letters, and regulations on file.
4. Supervise an internal control program for the security of the government credit cards.
5. Supervise the validation of each government credit card purchase and the monthly government credit card bills by the approving official.
6. Supervise the payment of the government credit card by the approving official.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P4200.15_, USMC Purchasing Procedures Manual
2. MCO P7000.14_, Marine Corps Cost Factor Manual
3. MCO P7300.21, SABRS Financial Procedures Manual

4. UM 4400-124_, SASSY Using Units Procedures
5. UM 4400-15, Organic Property Control Procedures

TASK: 3010.03.10 (CORE PLUS) DIRECT PURCHASES USING THE GOVERNMENT CREDIT CARD

CONDITION(S): Given a government credit card, purchase requirement, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Identify the purchase requirements.
2. Determine if the purchase is within the supply officer's authority and adhere to the government credit card regulations.
3. Identify and select a source of supply.
4. Direct a government credit card holder to make the purchase.
5. Validate the requirements of the purchase were met.
6. Supervise the Standard Accounting and Budgeting Reporting System (SABRS) obligation of the purchase.
7. Verify credit card bill and submit for payment.

Appendix B to
ENCLOSURE (6)

6-B-25

MCO 1510.73C
DRAFT

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. MCO P4200.15_, USMC Purchasing Procedures Manual
3. MCO P7000.14_, Marine Corps Cost Factor Manual
4. MCO P7300.21, SABRS Financial Procedures Manual
5. UM 4400-124_, SASSY Using Units Procedures
6. UM 4400-15, Organic Property Control Procedures

TASK: 3010.03.11 (CORE PLUS) INITIATE PURCHASING AND CONTRACTING REQUESTS

CONDITION(S): Given a purchase or contracting requirement, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Identify the purchase or contract requirements.
2. Initiate a purchase/contract request through the process used by the local purchasing and contracting agency.
3. Supervise the required Standard Accounting and Budgeting Reporting System (SABRS) data entry to obligate funding for the purchase or contract.
4. Validate the purchase or contract requirements were met.
5. Monitor the proper liquidation of the SABRS obligation.
6. Identify and correct all discrepancies with the purchase or contract support or liquidations to the local purchasing and contracting agency.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: WO

REFERENCE(S):

1. Local SOP
2. MCO P4200.15_, USMC Purchasing Procedures Manual
3. MCO P7000.14_, Marine Corps Cost Factor Manual
4. MCO P7300.21, SABRS Financial Procedures Manual
5. UM 4400-124_, SASSY Using Units Procedures

Appendix B to
ENCLOSURE (6)

6-B-26

MCO 1510.73C
DRAFT

6. UM 4400-15, Organic Property Control Procedures

TASK: 3010.03.12 (CORE) MANAGE THE PROCUREMENT OF SUPPLIES FROM DIRECT SUPPORT STOCK CONTROL (DSSC)

CONDITION(S): Given a DSSC card, shopping list, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To maintain accountability of DSSC purchases in accordance with the references.

PERFORMANCE STEPS:

1. Review local DSSC procedures.
2. Implement an internal control program for DSSC purchases and fuel purchases.
3. Verify the letters of delegation of authority are signed, submitted, approved, and maintained on file.
4. Approve DSSC and fuel requests, ensuring that sufficient funds are available.
5. Validate DSSC receipts against the DSSC shopping lists.
6. Validate fuel log against fuel consumption report as required.
7. Manage the reconciliation of SABRS summary transactions against the DSSC receipts.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. MCO P4400.76_, DSSC Manual
3. MCO P7300.21, SABRS Financial Procedures Manual

TASK: 3010.03.13 (CORE) VALIDATE THE COLLECTION AND TURN IN OF GOVERNMENT FUNDS

CONDITION(S): Given the requirement to collect funds, an appointed authorized custodian, Cash Sales/Request for Checkage for Government Property (NAVMC 6), voucher for reimbursement and/or collection (DD Form 1131), cash meal payment sheet (NAVMC 10298), accountable records, completed missing gear statement, access to an automated system with appropriate software, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

Appendix B to
ENCLOSURE (6)

6-B-27

MCO 1510.73C
DRAFT

1. Verify that Authorized Custodians/Audit Verification Officers are properly appointed in writing.
2. Verify that a separate safe has been assigned to each appointed Authorized Custodian for their exclusive use.
3. Verify that supporting documentation for source of funds collected are administratively correct.
4. Verify that funds are turned in to a disbursing officer within the time frames

required by the references.

5. Verify that property record adjustments are made to accountable balances as required.

6. Conduct periodic internal reviews in accordance with the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. DOD 7000.14-R, Financial Management Regulation
2. MCO P4400.150_, Consumer Level Supply Manual
3. UM 4400-124_, SASSY Using Units Procedures
4. UM 4400-15, Organic Property Control Procedures

Appendix B to
ENCLOSURE (6)

6-B-28

MCO 1510.73C
DRAFT

DUTY AREA 04 - MISCELLANEOUS: WO

TASK: 3010.04.01 (CORE) PREPARE SUPPLY OFFICER'S AND COMMANDING OFFICER'S CERTIFICATE OF RELIEF

CONDITION(S): Given an existing 5-year file, Table of Organization (T/O) and related

on-board manning levels, Table of Equipment (T/E) status, financial status, on-going project status, supply inspection results, notice of forthcoming inspections, access to an automated system with applicable software, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Compile the necessary information required per the references.
2. Analyze unit supply office files/records to determine accuracy.
3. Prepare the relief letter.
4. Provide the letter to the relieving supply or commanding officer.
5. Ensure a copy of the letter is filed in the 5-year file.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. MCO P4400.150_, Consumer Level Supply Manual
2. SECNAVINST 5215.5, Records Retention and Disposition
3. SECNAVINST 5216.5_, Correspondence Manual
4. UM 4400-124_, SASSY Using Units Procedures
5. UM 4400-15, Organic Property Control Procedures

TASK: 3010.04.02 (CORE) PREPARE ENDORSEMENT ON OUTGOING SUPPLY OFFICER'S CERTIFICATE OF RELIEF

CONDITION(S): Given an existing 5-year file, the outgoing supply officer's Certificate of Relief, personnel staffing status, Table of Equipment (T/E) status, financial status, project status, inspection results, notice of upcoming inspections, personal assessment regarding status of account, access to an automated system with applicable software, and the references.

STANDARD(S): To accurately depict the overall status of the supply account at the time of turnover.

PERFORMANCE STEPS:

Appendix B to
ENCLOSURE (6)

6-B-29

MCO 1510.73C
DRAFT

1. Inspect the condition of the records, inventory results, supplies, personnel, and all other supply-related matters.

2. Verify the accuracy of the outgoing supply officer's Certificate of Relief.
3. Prepare own endorsement addressing the outgoing supply officer's Certificate of Relief.
4. Provide the endorsement with the Certificate of Relief to the Commanding Officer.
5. Post copy of letter in the 5-year file.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. MCO P4400.150_, Consumer Level Supply Manual
2. SECNAVINST 5215.5, Records Retention and Disposition
3. SECNAVINST 5216.5_, Correspondence Manual
4. UM 4400-124_, SASSY Using Units Procedures
5. UM 4400-15, Organic Property Control Procedures

TASK: 3010.04.03 (CORE) MAINTAIN REQUIRED LETTERS OF APPOINTMENT AND REVOCATION IN THE SUPPLY FIVE-YEAR FILE

CONDITION(S): Given access to existing letters of appointment and revocation, 5-year file, access to an automated system with applicable software, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure letters of appointment and revocation are drafted as required.
3. Identify any file discrepancies.
4. Initiate corrective action to resolve the discrepancies.
5. Verify the corrective action is accomplished.
6. Conduct periodic internal review per current directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

Appendix B to
ENCLOSURE (6)

1. DOD 7000.14-R, Financial Management Regulation
2. SECNAVINST 5215.5, Records Retention and Disposition
3. UM 4400-124_, SASSY Using Units Procedures
4. UM 4400-15, Organic Property Control Procedures

TASK: 3010.04.04 (CORE) MAINTAIN RESULTS OF AUDITS AND VERIFICATION

CONDITION(S): Given audit and verification results documentation, 5-year file, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Identify any discrepancies in the Audit Verification Report.
3. Initiate corrective action to resolve any discrepancies.
4. Verify the corrective action is completed.
5. Maintain results in the 5-year file.
6. Conduct periodic review per current directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. DOD 7000.14-R, Financial Management Regulation
2. MCO P4200.15_, USMC Purchasing Procedures Manual
3. MCO P4400.150_, Consumer Level Supply Manual
4. SECNAVINST 5215.5, Records Retention and Disposition
5. UM 4400-124_, SASSY Using Units Procedures
6. UM 4400-15, Organic Property Control Procedures

TASK: 3010.04.05 (CORE) MANAGE PROCESSING OF MISSING/LOST/STOLEN/RECOVERED (MLSR) REPORTS

CONDITION(S): Given the loss/gain of regulated/controlled/sensitive/ordnance items of Government property, access to an automated system with applicable software and DMS capability, and the references.

MCO 1510.73C
DRAFT

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Direct the preparation and submission of "initial" MLSRs per current directives.
2. Submit "supplemental" and "final" MLSR reports as required.
3. Initiate and voucher appropriate gain/loss transactions as required.
4. File MLSRs per the directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO 4340.1_, Reporting Missing/Lost/Stolen/Recovered Government Property
2. MCO P4400.150_, Consumer Level Supply Manual
3. SECNAVINST 5500.4_, Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Government Property

TASK: 3010.04.06 (CORE PLUS) MANAGE AMMUNITION ACCOUNTABILITY

CONDITION(S): Given NAVMC 10774s, the unit's Table of Organization, and Table of Equipment, appropriate audit trail documents, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Verify that ammunition requisitions are properly prepared.
2. Establish proper accountability for ammunition by individual DoD Identification Code (DoDIC) and lot number.
3. Review and maintain Notification of Ammunition Reclassifications (NARS) messages, taking appropriate action on them as necessary.
4. Conduct periodic internal reviews per current directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: WO

REFERENCE(S):

1. MCO 8020.10, USMC Ammunition and Explosive Safety Policy
2. MCO P8011.4_, USMC Table of Allowance for Ammunition
3. UM 4400-124_, SASSY Using Units Procedures

6-B-32

MCO 1510.73C
DRAFT

4. UM 4400-15, Organic Property Control Procedures

TASK: 3010.04.07 (CORE PLUS) MANAGE ACCOUNTABILITY OF PACKAGED OPERATIONAL RATIONS (PORS)

CONDITION(S): Given a using unit supply section, NAVMC 708 cards, NAVMC 713 cards, Cash Meal Payment Sheet, Meal Record Signature Sheet, access to an automated system with applicable software, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Manage POR accountability through the use of Stock Record and Inventory Control Card (NAVMC 708) or automated database as authorized by MCO P4400.150.
2. Supervise the accounting for PORs by date of pack and lot number, utilizing NAVMC 713 cards or automated database as authorized by MCO P4400.150.
3. Maintain appropriate documentation on file in support of all adjustments to the accounting records.
4. Direct PORs be sold at rates promulgated through annual MCBUL 10110 MARADMIN "Meal Rates" message.
5. Coordinate stored POR veterinary inspections as required.
6. Conduct periodic internal review per current directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCBUL 10110, Annual Meal Rates Bulletin
 2. MCO 1010.47, Basic Allowance for Subsistence
 3. MCO 10110.40_, Policy for Requisition, Issue and Control of Packaged Operational Rations, Accounting for Operational Rations
 4. MCO P10110.14_, Food Service Standard Operating Procedures
 5. MCO P4400.150_, Consumer Level Supply Manual
 6. UM 4400-15, Organic Property Control Procedures
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TASK: 3010.04.08 (CORE) MANAGE PERSONAL EFFECTS

CONDITION(S): Given personnel accounting for personal effects, current morning reports, and the references.

Appendix B to
ENCLOSURE (6)

6-B-33

MCO 1510.73C
DRAFT

STANDARD(S): To ensure personal effects are accounted for in accordance with the references.

PERFORMANCE STEPS:

1. Ensure daily morning reports published by the unit admin section are reviewed.
2. Ensure inventory boards are established.
3. Ensure inventory boards are maintained current.
4. Ensure inventory board members are trained as required.
5. Verify that personal effects inventories are conducted when required within the time frames established by the references.
6. Verify that the inventory, storage, and disposition of personal effects are conducted per the references.
7. Conduct periodic internal review per current directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P4050.38_, Personal Effects and Baggage Manual
2. MCO P4400.150_, Consumer Level Supply Manual

TASK: 3010.04.09 (CORE) MANAGE PERMANENT ISSUE OF SPECIAL EQUIPMENT

CONDITION(S): Given authorized on-hand stocks, eligible members, local SOP, local issue/receipt form, and the reference.

STANDARD(S): To ensure proper accountability of all equipment authorized as permanent issue for individual end use in accordance with the references.

PERFORMANCE STEPS:

1. Prior to issue have the unit administrative officer review the individual's Officer Qualification Record (OQR) or enlisted Service Record Book (SRB).
2. Obtain a certification from the unit administrative officer verifying that no previous issues of equipment had been conducted for the subject personnel.
3. Obtain eligible member's acknowledgement signature upon receipt for specified

equipment on the certification form.

4. Provide a copy of the receipt to the unit administration officer requesting that the issue be recorded in the recipient's OQR/SRB.

5. Obtain administrative officer's certification that required entries had been made in the OQR/SRB.

Appendix B to
ENCLOSURE (6)

6-B-34

MCO 1510.73C
DRAFT

6. File the certification form as required in the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. MCO P4400.150_, Consumer Level Supply Manual
3. MCO P5000.14_, Marine Corps Admin Procedures Manual (MCAP)

TASK: 3010.04.10 (CORE PLUS) MANAGE INDIVIDUAL CLOTHING RECORDS

CONDITION(S): Given a requirement to obtain and record a Marine Corps funded clothing issue, NAVMC 604 or 604B, NAVMC 631 or 631A, MCBul 10120 series, and the reference.

STANDARD(S): To ensure individual clothing is issued and recorded in accordance with the reference.

PERFORMANCE STEPS:

1. Validate the requirement.
2. Validate the allowance quantities.
3. Verify that NAVMC 631 or 631As are prepared to reflect all uniform clothing issues.
4. Verify that NAVMC 604 and 604B requisitions are submitted to the appropriate sources.
5. Obtain eligible member's acknowledgement signature upon receipt for specified equipment on the certification form.
6. Provide a copy of the receipt to the unit administration officer requesting that the issue be recorded in the recipient's OQR/SRB.
7. Supervise all other special and supplemental uniform issues as applicable.
8. Supervise Reserve clothing issues as applicable.

9. Recover Reserve clothing when applicable.

10. Conduct the inventory on Reserve clothing and certify its completion on the NAVMC 631 or 631A as required in the reference.

11. Conduct periodic reviews per current directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

Appendix B to
ENCLOSURE (6)

6-B-35

MCO 1510.73C
DRAFT

1. MCBUL 10120, Annual Clothing Allowance

2. MCO P10120.28_, Individual Clothing Regulations

TASK: 3010.04.11 (CORE) MANAGE THE PUBLICATION LISTING FOR THE UNIT SUPPLY SECTION

CONDITION(S): Given the Supply Section's Publication Listing (PL), NAVMC 2761, local Standing Operating Procedures (SOP), access to an automated system with applicable software and CD drive, and the references.

STANDARD(S): To ensure required publications are on hand or on order.

PERFORMANCE STEPS:

1. Direct a review of the PL as required.

2. Verify results of the PL review.

3. Direct the order of missing publications.

4. Review pending requisitions.

5. Initiate corrective action with unit publications Distribution Control Point (DCP) and resubmit requisition denials to resolve the discrepancies.

6. Verify corrective action is accomplished.

7. Conduct periodic reviews per current directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP

2. MCO P5000.14_, Marine Corps Admin Procedures Manual (MCAP)

3. MCO P5600.31_, Marine Corps Publications and Printing Regulations

TASK: 3010.04.12 (CORE PLUS) ESTABLISH SUPPLY MOS SUSTAINMENT TRAINING

CONDITION(S): Given personnel training records, training schedules, access to an automated system with applicable software, and the references.

STANDARD(S): To ensure personnel sustain appropriate skill levels through occupational training according to established standards and references.

PERFORMANCE STEPS:

1. Review the references.

Appendix B to
ENCLOSURE (6)

6-B-36

MCO 1510.73C
DRAFT

2. Ascertain technical knowledge deficiencies of unit supply personnel.
3. Determine on the job and sustainment training requirements by grade and MOS through reviewing the OccFld 30 ITS Manual.
4. Develop and submit a training plan.
5. Develop required training materials (lesson handouts, practical application exercises, computer-based training, etc.).
6. Conduct sustainment training using published training standards.
7. Encourage use of self-directed study and assist in providing tutorial resources.
8. Monitor correction of technical knowledge deficiencies through observation and required counseling.
9. Validate the documentation of training as it occurs.
10. Conduct periodic reviews of training records to ensure proper training sustainment.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO 1510.34, Individual Training Standards System (ITSS)
2. MCO 1510.73C, Individual Training Standards for OccField 30XX
3. MCO 1553.3, Marine Corps Unit Training Management
4. MCO P4400.150_, Consumer Level Supply Manual
5. MCRP 3-0A, Unit Training Management Guide

6. MCRP 3-0B, How to Conduct Training
7. SAT USER'S GUIDE, Systems Approach to Training

TASK: 3010.04.13 (CORE) BRIEF COMMANDING OFFICER ON STATUS OF SUPPLY OPERATION

CONDITION(S): Given all documentation, such as deficiencies, status of funds, and Money Value Gain/Loss Notices relating to the condition/status of the supply account.

STANDARD(S): To ensure commander awareness on the status of the supply account.

PERFORMANCE STEPS:

1. Identify current T/E end item and other materiel deficiencies.
2. Identify current status of funds/obligation rates.

Appendix B to
ENCLOSURE (6)

6-B-37

MCO 1510.73C
DRAFT

3. Identify status of personnel.
4. Brief the Commanding Officer as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P4400.150_, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124_, SASSY Using Units Procedures
4. UM 4400-15, Organic Property Control Procedures

Appendix B to
ENCLOSURE (6)

6-B-38

MCO 1510.73C
DRAFT

DUTY AREA 05 - COMBAT SERVICE SUPPORT: WO

TASK: 3010.05.01 (CORE) PROVIDE SUPPLY SUPPORT CONCEPTS DURING COMBAT SERVICE SUPPORT OPERATIONS

CONDITION(S): Given the deployment of a Marine Air-Ground Task Force (MAGTF), mission objectives, access to an automated system with applicable software, and the references.

STANDARD(S): To support the supply requirements of the MAGTF during deployment.

PERFORMANCE STEPS:

1. Identify supply-related combat service support requirements to support the mission.
2. Provide guidance as to supply support available within the established Combat Service Support Element (CSSE) organization.
3. Provide input for required combat service support needed to support mission objectives.
4. Use the principles of combat service support in developing the supply related combat service support mission objectives.
5. Develop CSS Mission Statement.
6. Verify that the supply related combat service support mission objectives

coincide with the MAGTF mission objectives.

7. Coordinate combat service support between the operating units and the main CSSE controlling agency.

8. Provide appropriate input to establish the Tactical Logistics Group.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. FM 101-5
2. Local SOP
3. MCR 4-11.8A
4. MCRP 4-11A
5. MCRP 5-12D
6. MCWP 4-1
7. MCWP 4-11
8. MCWP 4-11.7/4-6

Appendix B to
ENCLOSURE (6)

6-B-39

MCO 1510.73C
DRAFT

9. MCWP 4-11.8
10. MCWP 4-12
11. MCWP 5-2A/5-12A
12. FM 100-15, Larger Units Operations
13. FMFM 4-1, Combat Service Support Operations
14. OH 4-1, Operator Handbook for Logistics

TASK: 3010.05.02 (CORE) PROVIDE SUPPLY FOCUSED COMBAT SERVICE SUPPORT INPUT IN MARITIME PREPOSITIONING FORCE (MPF) OPERATION PLANNING

CONDITION(S): Given an initiating directive, an MPF assigned unit, access to an automated system with applicable software, and the references.

STANDARD(S): To ensure the most effective supply support to the assigned units in support of the mission.

PERFORMANCE STEPS:

1. Review the references.
2. Review the initiating directive.
3. Identify supply-related combat service support requirements to support the mission.
4. Provide guidance as to supply support available within the established Combat Service Support Element (CSSE) organization.
5. Provide input for required combat service support needed to support mission objectives.
6. Review CSS planning documents required for supply to support the operation.
7. Use the principles of combat service support in developing the supply related combat service support mission objectives.
8. Verify that the supply-related combat service support mission objectives coincide with the MAGTF mission objectives.
9. Coordinate combat service support between the operating units and the main CSSE controlling agency.
10. Provide appropriate input to establish the Tactical Logistics Group.
11. Verify that the supply-related combat service support mission objectives coincide with the MAGTF mission objectives.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

Appendix B to
ENCLOSURE (6)

6-B-40

MCO 1510.73C
DRAFT

REFERENCE(S):

1. FM 101-5
2. Local SOP
3. MCWP 4-1
4. MCWP 4-11
5. MCWP 4-11.7/4-6
6. MCWP 4-12
7. MCWP 5-2A/5-12A
8. FM 100-15, Larger Units Operations
9. FMFM 4-1, Combat Service Support Operations

10. JOINT PUB 5-3.1, Joint Operation Planning and Execution System, Vol I (Planning, Policy & Procedures)
11. JOINT PUB 5-3.2, Joint Operation Planning and Execution System, Vol II
12. OH 1-5, Maritime Prepositioning Force (MPF) Operations
13. OH 4-1, Operator Handbook for Logistics

TASK: 3010.05.03 (CORE) CONDUCT SUPPLY SUPPORT OPERATIONS WITHIN A COMBAT SERVICE SUPPORT ELEMENT (CSSE)

CONDITION(S): Given a unit deploying with a Marine Air-Ground Task Force (MAGTF), operation order, local standing operating procedures (SOP), access to an automated system with applicable software, and the references.

STANDARD(S): To support the MAGTF mission.

PERFORMANCE STEPS:

1. Review the seven functions of supply.
2. Review the different levels of logistic support.
3. Review the different supply distribution methods.
4. Review the two supply replenishment systems known as push and pull.
5. Review the 10 classes of supply.
6. Review supported units' LOI and support requirements, when applicable.

Appendix B to
ENCLOSURE (6)

6-B-41

MCO 1510.73C
DRAFT

7. Review the assigned support missions.
8. Verify that the supported units' Equipment Density Lists (EDLs) have been obtained and reviewed.
9. Verify that Operation Deployment Contingency repair parts/supply blocks based on the EDL and unit composition have been established and prepared for embarkation.
10. Verify that resupply procedures and support have been established.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. FM 101-5

2. Local SOP
3. MCR 4-11.8A
4. MCRP 4-11A
5. MCRP 5-12D
6. MCWP 4-1
7. MCWP 4-11
8. MCWP 4-11.7/4-6
9. MCWP 4-11.8
10. MCWP 4-12
11. MCWP 5-2A/5-12A
12. FM 100-15, Larger Units Operations
13. FMFM 4-1, Combat Service Support Operations
14. MCO P4400.150_, Consumer Level Supply Manual
15. OH 4-1, Operator Handbook for Logistics
16. UM 4400-124_, SASSY Using Units Procedures

TASK: 3010.05.04 (CORE PLUS) MONITOR PREPARATION OF ALL CLASSES OF SUPPLIES FOR DEPLOYMENT

CONDITION(S): Given a deployment, mobilization and/or embarkation order, local standing operating procedures (SOP), access to an automated system with applicable software, and the references.

Appendix B to
ENCLOSURE (6)

6-B-42

MCO 1510.73C
DRAFT

STANDARD(S): To support to the unit in the event of a deployment/mobilization.

PERFORMANCE STEPS:

1. Review local SOP.
2. Review mobilization and/or embarkation order, as applicable.
3. Conduct appropriate Staff liaison (i.e., with the S-4 and unit embarkation officer).
4. Coordinate embarkation container (i.e., quadcons and palcons) support with the

unit embarkation officer.

5. Direct validation of MDSS II records with the Supply.
6. Assist monitoring of registration of the Time Phased Force Deployment Data (TPFDD).
7. Verify that the processing of supplies and equipment for a deploying unit meets the requirements specified in the embarkation order.
8. Verify that all supplies and equipment are inspected for condition, quantity, and are appropriately prepared for shipment.
9. Ensure that all supply embarkation boxes/containers have correct tactical and location markings.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. FM 101-5
2. Local SOP
3. MCWP 4-1
4. MCWP 4-11
5. MCWP 4-11.7/4-6
6. MCWP 4-12
7. MCWP 5-2A/5-12A
8. DOD 4145.19-R-1, Storage and Materials Handling
9. FMFM 4-1, Combat Service Support Operations
10. MCO P4450.7_, Marine Corps Warehousing Manual

TASK: 3010.05.05 (CORE PLUS) MANAGE ACCOUNTABILITY OF UNIT MARITIME PREPOSITIONING

Appendix B to
ENCLOSURE (6)

6-B-43

MCO 1510.73C
DRAFT

FORCE (MPF) ASSETS

CONDITION(S): Given an MPF operation, warning order, assigned MPS/MPF composition, a designated port/beach and airfield, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To effectively manage MPF unit designated assets throughout all four phases of an MPF operation.

PERFORMANCE STEPS:

1. Review the warning order and the MPF operation situation.
2. Provide input to the planning and preparation of the movement of units to the Aerial Port of Embarkation (APOE).
3. Provide input to the planning and movement of forces, equipment, and supplies to the Arrival and Assembly Area (AAA).
4. Assist in the planning and supervise the off-load, receipt, and subsequent issue of supplies to supported units.
5. Verify that all supplies are properly recorded on unit records.
6. Assist in the planning and supervise appropriate regeneration of the MPF.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. FM 101-5
2. MCRP 5-2A/5-12A
3. MCWP 4-1
4. MCWP 4-11
5. MCWP 4-11.7/4-6
6. MCWP 4-12
7. FM 100-15, Larger Units Operations
8. FMFM 3-1, Command and Staff
9. FMFM 4-1, Combat Service Support Operations
10. MCO P3000.18, Marine Corps Planner's Manual
11. MCO P4200.15_, USMC Purchasing Procedures Manual
12. OH 1-5, Maritime Prepositioning Force (MPF) Operations
13. OH 4-1, Operator Handbook for Logistics

Appendix B to
ENCLOSURE (6)

6-B-44

MCO 1510.73C
DRAFT

14. UM 4400-124_, SASSY Using Units Procedures
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TASK: 3010.05.06 (CORE PLUS) SUPERVISE THE ESTABLISHMENT OF A FIELD WAREHOUSE

CONDITION(S): Given mission objectives, sufficient buildings/tents and area to establish the field warehouse, an operation plan, appropriate MHE, access to an automated system with appropriate software, and the references.

STANDARD(S): To properly locate and construct a field warehouse, which provides adequate storage and security, in support of the unit's mission objectives.

PERFORMANCE STEPS:

1. Review operational plans and local SOP to determine requirements.
2. Determine the warehouse site.
3. Coordinate the layout of the field warehouse to meet the needs of the deployed unit.
4. Monitor the construction/establishment of the field warehouse to ensure that the warehouse provides adequate storage, security, drainage, and ventilation per the references.
5. Note deviations from procedures established by the references.
6. Initiate corrective action on noted deviations.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. FM 101-5
2. Local SOP
3. MCRP 5-2A/5-12A
4. MCWP 4-1
5. MCWP 4-11
6. MCWP 4-11.7/4-6
7. MCWP 4-12
8. DOD 4145.19-R-1, Storage and Materials Handling
9. MCO 4450.12, Storage and Handling of Hazardous Materials
10. MCO P4450.7_, Marine Corps Warehousing Manual

Appendix B to
ENCLOSURE (6)

11. UM 4400-124_, SASSY Using Units Procedures

Appendix B to
ENCLOSURE (6)

DUTY AREA 06 - INTERMEDIATE SUPPLY SUPPORT: WO

TASK: 3010.06.01 (CORE PLUS) MANAGE INITIAL ISSUE PROVISIONING (IIP) PROGRAM

CONDITION(S): Given pertinent draft planning data Material Fielding Plans (MFP), information from item project officer, appropriate program support data, Program Objective Memorandum (POM), Provision Program Documentation (PPD), access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To support anticipated equipment fielding time frames.

PERFORMANCE STEPS:

1. Review all relevant program support data, POM, PPD, and MFPs.
2. Provide concurrence/recommendations on draft planning documents.
3. Develop and coordinate draft transition plans.
4. Monitor revised provisioning schedule established by SYSCOM.
5. Direct IIP issues.
6. Validate incoming IIP data coming from MATCOM is loaded.
7. Establish procedures to track the attainment of IIP project.
8. Report the attainment of IIP project to higher headquarters.
9. Coordinate with Stock Control of the General Account to ensure Requisitioning Objectives (ROs), Reorder Points (ROPs), and protected stock requirement codes are correctly loaded to General Account Balance File.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. MCO P4400.151_, Intermediate Level Supply Management Policy Manual
2. MCO P4400.39_, War Reserve Material Policy Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures

TASK: 3010.06.02 (CORE PLUS) DIRECT DISPOSAL OF UNSERVICEABLE ASSETS

CONDITION(S): Given inventory results, recent unit turn-in and rollbacks, and the references.

STANDARD(S): To ensure unserviceable assets are properly disposed of per current directives.

PERFORMANCE STEPS:

6-B-47

MCO 1510.73C
DRAFT

1. Ensure unserviceable assets from inventory/turn-in/rollback are identified.
2. Ensure disposition instructions are requested.
3. Verify disposition instructions received.
4. Supervise disposal of the unserviceable assets as directed.
5. Verify property records are adjusted, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. Local SOP
2. UM 4400-123, FMF SASSY Management Unit Procedures

TASK: 3010.06.03 (CORE PLUS) MANAGE SECONDARY DEPOT LEVEL REPARABLES

CONDITION(S): Given the appropriate balance file, adequate funding, usage data, unit requirements, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review appropriate balance files, funding data, usage data, and the references.
2. Determine adequate stockage levels for allowance and insurance items.
3. Ensure adequate funding to maintain determined stockage levels and material readiness.
4. Establish stockage levels for allowance and insurance items within budgetary guidelines.
5. Verify requisitions and receipts for required assets are processed.
6. Monitor the repair cycle.
7. Direct excess reporting under Recoverable Items Program.
8. Monitor the washout, mean time between failure, and repair rates.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P4400.151_, Intermediate Level Supply Management Policy Manual

Appendix B to
ENCLOSURE (6)

6-B-48

MCO 1510.73C
DRAFT

2. MCO P4400.82_, Regulated/Control Item Management Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures

TASK: 3010.06.04 (CORE PLUS) DIRECT THE MATERIAL OBLIGATION VALIDATION (MOV) AND BACKORDER VALIDATION (BOV)

CONDITION(S): Given a series of Integrated Material/Weapons system Manager (IMM), Sources of Supply (SOS) and General Account (GA) requests for requirement validation, access to an automated system with applicable software and internet connectivity, and references.

STANDARD(S): To validate requirements to the IMM/SOS/GA.

PERFORMANCE STEPS:

1. Initiate the MOV process.
2. Conduct MOV/BOV reconciliation with unit supply section.
3. Review generated exceptions.
4. Take appropriate action on generated exceptions.
5. Respond to IMM/SOS request for validation within the required time frame.
6. Review generated BOV performance report.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE(S):

1. MCO P4400.150_, Consumer Level Supply Manual
2. UM 4400-123, FMF SASSY Management Unit Procedures

TASK: 3010.06.05 (CORE PLUS) DIRECT MAINTENANCE OF THE REPARABLE ISSUE POINT ASSETS AND RECORDS

CONDITION(S): Given a reparable issue point, secondary repairables, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Plan and budget for all repairables under the Defense Base Operation Fund (DBOF) concept.

Appendix B to
ENCLOSURE (6)

6-B-49

MCO 1510.73C
DRAFT

3. Validate Maintenance Float Consolidated List authorized allowances.
4. Validate quantities due from maintenance subfloat activities.
5. Monitor carcass exchange credits.
6. Review the Recommended Buy List.
7. Monitor requisitions for secondary repairables.
8. Screen for float assets from all available sources prior to inducting new requisitions.
9. Monitor Marine Corps Integrated Maintenance Management System (MIMMS) transactions for issue and repair of secondary repairables.
10. Monitor receipts of secondary repairables from all sources.
11. Review Due and Status File (DASF).
12. Ensure all DASF discrepancies are identified.
13. Verify corrective action for DASF discrepancies has been processed.
14. Establish subissue float points as required.
15. Direct annual recomputation of secondary repairable allowances.
16. Review all edit errors and exception reports and take appropriate corrective action.
17. Ensure MIMMS Daily Processing Report is reconciled with the Consolidated Asset Listing and DASF to validate all dues from repair.
18. Review requests for disposition instructions for controlled secondary repairables.
19. Monitor packaging and handling of electro-static discharge sensitive repair parts.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. TI 5104-15/2_

2. MCO 2410.2_, Electromagnetic Environmental
3. MCO P4400.151_, Intermediate Level Supply Management Policy Manual
4. SI 4400-15/1_, Marine Corps Supply Instructions
5. TI 4400-15/1, Packaging, Handling, Storage and Transportation of Electrostatic Discharge Sensitive Items

Appendix B to
ENCLOSURE (6)

6-B-50

MCO 1510.73C
DRAFT

6. UM 4400-123, FMF SASSY Management Unit Procedures

6-B-51

MCO 1510.73C
DRAFT

DUTY AREA 07 - STORAGE AND DISTRIBUTION: WO

TASK: 3010.07.01 (CORE PLUS) MONITOR MAINTENANCE OF STORED ASSETS

CONDITION(S): Given accountable assets, locator files, pending maintenance orders, and the references.

STANDARD(S): To ensure nonissued supply system stock is maintained in a serviceable, ready-to-issue condition in accordance with the references.

PERFORMANCE STEPS:

1. Verify that all items received for storage are serviceable.
2. Safeguard material from deterioration and expired self life.
3. Ensure security of stored assets from theft and pilferage.
4. Inspect facility for infestation.
5. Direct care and storage for stored assets.
6. Direct reconciliation of pending facility maintenance work requests with the supporting maintenance activity as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. DOD 4145.19-R-1, Storage and Materials Handling
3. OPNAV 5530.14, Physical Security and Loss Prevention
4. OPNAVINST 5530.14_, Care and Storage Manual

5. UM 4400-124_, SASSY Using Units Procedures

TASK: 3010.07.02 (CORE PLUS) MANAGE WAREHOUSE SAFETY PROCEDURES

CONDITION(S): Given access to a warehouse, a list of supplies stored in the warehouse, and the references.

STANDARD(S): To ensure a safe and manageable warehouse, in accordance with the references.

PERFORMANCE STEPS:

1. Verify that supplies stored within the warehouse meet applicable safety requirements.

Appendix B to
ENCLOSURE (6)

6-B-52

MCO 1510.73C
DRAFT

2. Maintain adequate Material Handling Equipment (MHE) availability.
3. Validate that all MHE operators are properly licensed.
4. Monitor the use of safety devices and equipment.
5. Validate material compatibility.
6. Establish Hazardous Material and spill containment procedures.
7. Assign personnel to fire stations.
8. Validate that the warehouse is laid out in accordance with current directives.
9. Train all warehouse personnel on safety procedures.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. DOD 6055.1, DOD, Occupational Safety & Health (OSH) Program
3. MCO P4450.7_, Marine Corps Warehousing Manual
4. MCO P5100.8, Marine Corps Occupational Safety and Health Program Manual

TASK: 3010.07.03 (CORE PLUS) MANAGE HAZARDOUS MATERIAL

CONDITION(S): Given a requirement to receipt, store, issue, and dispose of hazardous

material, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Identify hazardous material content.
3. Manage the receipt, store, issue, and disposal of hazardous materials.
4. Verify that all stored hazardous material contains required Material Safety Data Sheet (MSDS).
5. Ensure that all empty hazardous material containers are returned to the satellite accumulation area (SAA) or disposal activity.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE(S):

Appendix B to
ENCLOSURE (6)

6-B-53

MCO 1510.73C
DRAFT

1. Local SOP
2. CFR TITLE 29, Occupational Safety & Health Standards for General Industry (1910)
3. DOD 4145.19-R-1, Storage and Materials Handling
4. DOD 6055.1, DOD, Occupational Safety & Health (OSH) Program
5. MCO P4450.7_, Marine Corps Warehousing Manual
6. MCO P5090.2, Environmental Compliance and Protection Manual

TASK: 3010.07.04 (CORE PLUS) MONITOR ELECTROSTATIC DISCHARGE (ESD) SENSITIVE DEVICES DURING HANDLING, STORAGE, AND TRANSPORTATION

CONDITION(S): Provided ESD sensitive devices, ESD protection materials, ESD labels, applicable technical research devices, and the references.

STANDARD(S): To protect ESD sensitive devices from damage in accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Identify materials requiring ESD protection.

3. Direct actions necessary to protect ESD sensitive devices.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO 2410.2_, Electromagnetic Environmental
2. SI 4400-15/1_, Marine Corps Supply Instructions
3. TI 4400-15/1, Packaging, Handling, Storage and Transportation of Electrostatic Discharge Sensitive Items
4. TM 9406-15, Grounding Procedures
5. TM 9999-15/1, ESD Awareness Electro-Static Discharge
6. TM 9999-15/2, Electrostatic Discharge (ESD) Management

TASK: 3010.07.05 (CORE PLUS) ENSURE COMPLIANCE WITH THE RADIOLOGICAL CONTROL PROGRAM (RCP)

CONDITION(S): Given the requirement to receipt, store and issue devices containing

Appendix B to
ENCLOSURE (6)

6-B-54

MCO 1510.73C
DRAFT

radioactive materials (other than liquids) in a nondispersible form (unless gaseous) and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Verify that all devices containing radioactive material are identified by NIIN and serial number.
2. Establish and maintain secure and controlled storage areas for items determined to contain radioactive material.
3. Identify radioactive storage areas in accordance with regulations.
4. Provide appropriate material for the handling of radioactive material containing devices.
5. Provide appropriate radiation instruction/training.
6. Publish and maintain local standing operating procedures (SOPs) for command RCP.
7. Coordinate storage of radioactive material containing devices with emergency personnel in accordance with current directives, as required.

8. Coordinate disposal of devices with low-level radioactive waste with the base Radiation Safety Officer or other agencies as required.
9. Coordinate with pertinent personnel the inventory and reporting of materials containing radioactive substances.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. TI 5104-15/2_
2. CFR TITLE 10, Title 10 Code of Federal Regulations
3. CFR TITLE 49, Transportation
4. MCO 5104.3, Radiation Safety Program
5. MCO P11000.11_, Real Property Facility Manual, Vol VIII
6. MCO P4400.105_, Radioactive Commodities DoD System
7. NAVSEA TM S0410-AA-RAD-010, Radiological Affairs Safety Program Manual

ADMINISTRATIVE INSTRUCTIONS: Radiological instruction should cover the following areas: emergency procedures, contamination control, personnel decontamination, incident reporting, transportation of devices, shipping and receiving activity responsibilities, packaging devices, storing devices, inventorying devices, security of devices, maintenance of devices, and markings/warnings for devices.

Appendix B to
ENCLOSURE (6)

6-B-55

MCO 1510.73C
DRAFT

DUTY AREA 08 - INTERMEDIATE OPERATIONS: WO

TASK: 3010.08.01 (CORE PLUS) SCHEDULE SASSY SUBSYSTEM AND DAILY INVENTORY SYSTEM UPDATES WITH LOCAL DEFENSE DATABASE MANAGEMENT ACTIVITIES AND THE DEFENSE MEGA CENTER, ST LOUIS

CONDITION(S): Given system access, "CA7" authority, local SOP, access to an automated system with applicable software and mainframe connectivity, and the references.

STANDARD(S): To ensure all required system and subsystem updates are scheduled.

PERFORMANCE STEPS:

1. Review the references.
2. Monitor CA7 process activities.
3. Verify Terminal Security Officer (TSO) capabilities and education.
4. Schedule the daily inventory updates.

5. Schedule the Monthly Field Change process.
6. Schedule the annual item reviews for all Reparable Issue Points (RIP).
7. Schedule SASSY subsystem processes as required, for items such as:
 - a. Item Review
 - b. Reparable Issue Point (RIP) Item Review
 - c. Medical Planning Program (MPP) Initial Issue Provisioning (IIP) releases
 - d. Controlled Item Code (CIC) extracts
 - e. Dollar Value of the Inventory.
8. Schedule automated supply system daily/monthly/quarterly download requirements.
9. Schedule miscellaneous jobs as required by higher authority or as requested by customers.
10. Direct the preparation of Control Input Transactions for mainframe program execution, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P4400.151_, Intermediate Level Supply Management Policy Manual
2. OH 4-1, Operator Handbook for Logistics
3. UM 4400-120, Asset Tracking for Logistics Supply System

Appendix B to
ENCLOSURE (6)

6-B-56

MCO 1510.73C
DRAFT

4. UM 4400-123, FMF SASSY Management Unit Procedures

TASK: 3010.08.02 (CORE PLUS) SUPERVISE SUPPORTING MAINFRAME FILES MAINTENANCE/UPDATES

CONDITION(S): Given automated supply system supporting mainframe files, maintenance/updates, access to an automated system with mainframe connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Monitor maintenance of supporting automated supply support files.

3. Monitor maintenance of the Supply Source Code File (SSCF).
4. Monitor maintenance of the Activity Information Table (AIT).
5. Monitor maintenance of the Department of Defense Activity Address Directory (DoDAAD).
6. Monitor maintenance of the Job Order Number File (JONF).
7. Monitor maintenance of all the Nonsystem Information File (NSIF).

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P4400.151_, Intermediate Level Supply Management Policy Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-123, FMF SASSY Management Unit Procedures

TASK: 3010.08.03 (CORE PLUS) SUPERVISE DEVELOPMENT OF CLASS III PROGRAMS

CONDITION(S): Given access to an automated system with mainframe connectivity, system access, local procedures, and the references.

STANDARD(S): To assist Supply Support Operations develop, catalog, and publish associated programs.

PERFORMANCE STEPS:

1. Develop basic program specifications.
2. Validate NATURAL language code and associate Job Control Language (JCL).

Appendix B to
ENCLOSURE (6)

6-B-57

MCO 1510.73C
DRAFT

3. Monitor publication of a local program catalog.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. UM 4400-123, FMF SASSY Management Unit Procedures

ADMINISTRATIVE INSTRUCTIONS: Basic NATURAL software training is provided by civilian trained personnel at local Defense Database Management Activities.

TASK: 3010.08.04 (CORE PLUS) MONITOR FUNCTIONAL SECURITY OF MAINFRAME SYSTEMS

CONDITION(S): Given delegated authority as Functional Manager of the Operations Section, system access, access to an automated system with mainframe connectivity, and the references.

STANDARD(S): To ensure security and integrity of user access to databases.

PERFORMANCE STEPS:

1. Develop policies for database access, programming libraries, NATURAL, and VSAM files access authority.
2. Reconcile security files with current personnel population.
3. Monitor execution of established security policies/procedures.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. MCO P4400.151_, Intermediate Level Supply Management Policy Manual

TASK: 3010.08.05 (CORE PLUS) COORDINATE ATLASS FUNCTIONS

CONDITION(S): Given access to an automated system with mainframe connectivity, mainframe access, system access, Terminal Security Officer (TSO) file transfer authority, local procedures, and the references.

STANDARD(S): To ensure ATLASS files are accurate and that the SASSY/ATLASS file match.

PERFORMANCE STEPS:

1. Validate Activity Information Table (AIT) updates for ATLASS units.
2. Monitor distribution of SASSY files for unit ATLASS processing.

Appendix B to
ENCLOSURE (6)

6-B-58

MCO 1510.73C
DRAFT

3. Monitor distribution of daily supply status.
4. Provide files for quarterly SASSY/ATLASS reconciliations.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
 2. UM 4400-120, Asset Tracking for Logistics Supply System
-

TASK: 3010.08.06 (CORE PLUS) COORDINATE CUSTOMER SERVICE FUNCTIONS

CONDITION(S): Given access to an automated system with mainframe connectivity, mainframe access, system access, local procedures, and the references.

STANDARD(S): To provide using unit supply sections customer support on a daily basis.

PERFORMANCE STEPS:

1. Monitor proof of delivery request.
2. Monitor technical research section.
3. Schedule using unit reconciliations with the intermediate supply support activity.
4. Troubleshoot system problems associated with unit request.
5. Produce procedural/information notices from the intermediate supply support activity to supported activities.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. MCO P4400.151_, Intermediate Level Supply Management Policy Manual
3. UM 4400-120, Asset Tracking for Logistics Supply System
4. UM 4400-124_, SASSY Using Units Procedures

Appendix B to
ENCLOSURE (6)

6-B-59

MCO 1510.73C
DRAFT

DUTY AREA 09 - INTERMEDIATE STOCK CONTROL: WO

TASK: 3010.09.01 (CORE PLUS) MONITOR GENERAL ACCOUNT BALANCE FILE (GABF)

CONDITION(S): Given the GABF, General Account Balance Analysis Report, Exception Reports, Edit Error Reports, Recycle Transaction Listings, and the reference.

STANDARD(S): To maintain effective supply support to the consumer level accounts.

PERFORMANCE STEPS:

1. Supervise requisitioning walk-thru management policies and procedures.
2. Direct submission of balance adjustments.
3. Validate Money Value Gain/Loss Notices (MVGLN).
4. Monitor exception, recycle, and edit error processing.
5. Review Requirement Code/Operations Code Assignment.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

TASK: 3010.09.02 (CORE PLUS) MONITOR REPLENISHMENT STOCK REQUISITIONS VIA THE DOCUMENT CONTROL FILE

CONDITION(S): Given the document control file, Unit Performance Report, Exception Reports, and the references.

STANDARD(S): To ensure current status and expeditious fill of materials requisition as a result of stockage determination.

PERFORMANCE STEPS:

1. Supervise execution of procedures for processing a daily SASSY cycle output
 - a. Exceptions
 - b. Edit errors
 - c. Recycle transaction list
 - d. AO/A3 listings
 - e. Daily history
2. Monitor transaction status for validity.

Appendix B to
ENCLOSURE (6)

6-B-60

MCO 1510.73C
DRAFT

3. Direct Backorder Validation (BOV) with source of supply.

4. Supervise out-sourcing of material requirements.
5. Monitor reject file management.
6. Verify Supply Discrepancy Report (SDR) submission.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. MCO P4400.151_, Intermediate Level Supply Management Policy Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures

TASK: 3010.09.03 (CORE PLUS) MANAGE MARINE CORPS WAR RESERVE MATERIAL

CONDITION(S): Given the requirement to compute and manage Marine Corps War Reserve requirements and the reference.

STANDARD(S): To support Marine Corps contingency plans.

PERFORMANCE STEPS:

1. Compute War Reserve requirements for required classes of supply.
2. Direct management control over storage, maintenance, and care-of supplies-in-storage (COSIS).

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P3000.18, Marine Corps Planner's Manual
2. MCO P4400.39_, War Reserve Material Policy Manual

DUTY AREA 10 - INTERMEDIATE STORAGE: WO

TASK: 3010.10.01 (CORE PLUS) MONITOR INTERMEDIATE STORAGE OPERATIONS QUALITY CONTROL

CONDITION(S): Given an intermediate storage facility, relevant files/records, automated microcomputer warehouse support systems, divergent classes of supply, quality control functions, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Monitor location management.
2. Direct location surveys.
3. Direct location statistical sampling.
4. Supervise location pending deck management.
5. Direct Daily Transaction Listing management.
6. Direct Logistics Application of Automated Markings and Reading Symbols (LOGMARS) management.
7. Direct management of automated microcomputer warehouse support systems.
8. Supervise technical research.
9. Monitor stock denial research.
10. Direct Freeze Listing management.
11. Direct Hazardous Material Information Data Sheets (HMIDS).
12. Monitor required Class III program requirements and maintain library.
13. Monitor Preservation, Packaging, and Packing with the intermediate storage operations.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. Local SOP
2. MCO P4400.151_, Intermediate Level Supply Management Policy Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures

TASK: 3010.10.02 (CORE PLUS) MONITOR INTERMEDIATE STORAGE MATERIAL MANAGEMENT PROGRAMS

CONDITION(S): Given an intermediate storage facility, relevant files/records, automated microcomputer warehouse support systems, divergent classes of supply, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Direct the shelf-life program.
2. Direct the electronic static discharge program.
3. Direct the storage of security cage items.
4. Supervise the care-in-storage program.
5. Direct the remark program.
6. Supervise the Packaging, Processing, and Preservation (PP&P) program.
7. Monitor the physical security program.
8. Direct the radiological program.
9. Direct the warehouse safety program.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. TI 5104-15/2_
2. DOD 4145.19-R-1, Storage and Materials Handling
3. MCO 11240.106_, Garrison Mobile Equipment
4. MCO P4400.105_, Radioactive Commodities DoD System
5. MCO P4400.151_, Intermediate Level Supply Management Policy Manual
6. MCO P4450.7_, Marine Corps Warehousing Manual
7. UM 4400-124_, SASSY Using Units Procedures
8. UM 4400-71, Data Control

TASK: 3010.10.03 (CORE PLUS) MONITOR INTERMEDIATE STORAGE SHIPPING AND RECEIVING

CONDITION(S): Given an intermediate storage facility, relevant files/records, automated microcomputer warehouse support systems, divergent classes of supply, various types of Material Handling Equipment (MHE), document control functions, and the references.

STANDARD(S): In accordance with the references.

Appendix B to
ENCLOSURE (6)

6-B-63

MCO 1510.73C
DRAFT

PERFORMANCE STEPS:

1. Direct Reported Unit Code (RUC) line management.
2. Direct Material Returns Program (MRP) management.
3. Direct turn ins to Defense Reutilization Management Office (DRMO).
4. Direct Traffic Management Officer (TMO) liaison/small package carrier deliveries.
5. Direct Hazardous Material control certification.
6. Supervise short shipment and frustrated shipment management.
7. Monitor the direct delivery distribution system to the supported unit.
8. Supervise Proof-Of-Delivery (POD) control.
9. Direct location determination.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO 11240.106_, Garrison Mobile Equipment
3. MCO P4400.151_, Intermediate Level Supply Management Policy Manual
4. MCO P4450.14, Joint Service Manual for Storage and Materials Handling
5. MCO P4450.7_, Marine Corps Warehousing Manual
6. MCO P5090.2, Environmental Compliance and Protection Manual
7. UM 4400-123, FMF SASSY Management Unit Procedures
8. UM 4400-71, Data Control

TASK: 3010.10.04 (CORE PLUS) MONITOR INTERMEDIATE STORAGE STOCKAGE DOCUMENT CONTROL

CONDITION(S): Given an intermediate storage facility, relevant files/records, automated microcomputer warehouse support systems, divergent classes of supply, various types of Material Handling Equipment (MHE), document control functions, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Direct Material Release Order (MRO) management.

Appendix B to
ENCLOSURE (6)

6-B-64

MCO 1510.73C
DRAFT

2. Supervise transaction management.
3. Supervise short shipment and frustrated shipment management.
4. Monitor the direct delivery distribution system to the supported unit.
5. Supervise Proof-of-Delivery (POD) control.
6. Direct location determination.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. MCO 11240.106_, Garrison Mobile Equipment
2. MCO P4400.151_, Intermediate Level Supply Management Policy Manual
3. MCO P4450.14, Joint Service Manual for Storage and Materials Handling
4. MCO P4450.7_, Marine Corps Warehousing Manual
5. MCO P5090.2, Environmental Compliance and Protection Manual
6. OPNAV 5090.1_, Environmental and Material Resources Protection Manual
7. UM 4400-123, FMF SASSY Management Unit Procedures
8. UM 4400-71, Data Control

TASK: 3010.10.05 (CORE PLUS) DIRECT INTERMEDIATE STORAGE WAREHOUSE MODERNIZATION

CONDITION(S): Given an intermediate storage facility, relevant files/records, microcomputer warehouse support systems, divergent classes of supply, various types of Material Handling Equipment (MHE), inventory control function and the references.

STANDARD(S): To forecast and maintain a 7-year warehouse modernization program.

PERFORMANCE STEPS:

1. Monitor effective space utilization.
2. Monitor source library management.

3. Direct warehouse aid management.
4. Monitor warehouse aid requirement determination.
5. Monitor future stockage strategy.
6. Monitor 7-year warehouse modernization plan with Base Logistics.

Appendix B to
ENCLOSURE (6)

6-B-65

MCO 1510.73C
DRAFT

7. Direct Material Handling Equipment (MHE) management.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. Local SOP
2. MCO P4400.151_, Intermediate Level Supply Management Policy Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures

TASK: 3010.10.06 (CORE PLUS) DIRECT INTERMEDIATE STORAGE OPERATIONS

CONDITION(S): Given an intermediate storage facility, relevant files/records, storage aids, material handling equipment, divergent classes of supply, warehouse automated support systems, administration of material management programs, a contingent equipment requirement for War Reserve withdrawal/sustainment, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Supervise safety programs within storage facilities.
2. Maintain effective space utilization within storage facilities.
3. Supervise the physical inventory process.
4. Supervise preparation for embarkation (War Reserve withdrawal/sustainment).
5. Validate location surveys.
6. Maintain a physical security program.
7. Validate location surveys.
8. Maintain a physical security program.
9. Supervise various warehouse automated support systems.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4400.151_, Intermediate Level Supply Management Policy Manual
3. MCO P4450.7_, Marine Corps Warehousing Manual
4. UM 4400-123, FMF SASSY Management Unit Procedures

Appendix B to
ENCLOSURE (6)

6-B-66

MCO 1510.73C
DRAFT

5. UM 4400-71, Data Control

TASK: 3010.10.07 (CORE PLUS) MONITOR INTERMEDIATE STORAGE INVENTORY CONTROL

CONDITION(S): Given an intermediate storage facility, relevant files/records, automated microcomputer warehouse support systems, divergent classes of supply, various types of material handling equipment, inventory control functions, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Monitor inventory determination.
2. Monitor inventory scheduling.
3. Monitor inventory preparation.
4. Monitor Class I/III mainframe inventory report/master requirement.
5. Direct inventory control point management.
6. Monitor suspected high dollar controlled item adjustments.
7. Supervise spot inventory management.
8. Monitor post inventory statistical sampling.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P4400.151_, Intermediate Level Supply Management Policy Manual
2. UM 4400-123, FMF SASSY Management Unit Procedures

6-B-67

MCO 1510.73C
DRAFT

DUTY AREA 11 - REPAIRABLE ISSUE POINT: WO

TASK: 3010.11.01 (CORE PLUS) MAINTAIN THE REPAIRABLE ISSUE POINT CONSOLIDATED ASSET LISTING

CONDITION(S): Given a Consolidated Asset Listing (CAL), access to an automated system with applicable software, and the references.

STANDARD(S): To ensure all repairable assets are properly loaded to the CAL.

PERFORMANCE STEPS:

1. Review the references.
2. Direct reconciliation between the CAL allowances and authorized allowance listing.
3. Monitor allowance corrections as required.
4. Direct corrective actions relating to excesses and deficiencies.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE(S):

1. MCO P4400.151_, Intermediate Level Supply Management Policy Manual
2. UM 4400-123, FMF SASSY Management Unit Procedures

TASK: 3010.11.02 (CORE PLUS) PROCESS CUSTOMER BACKORDERS

CONDITION(S): Given a Customer Backorder Listing (CBL), a customer requirement, a maintenance records status file, access to an automated system with applicable software and internet access, and the references.

STANDARD(S): By order of priority.

PERFORMANCE STEPS:

1. Review the references.
2. Monitor reconciliation of the CBL and maintenance records status files.
3. Direct the release of assets by priority.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. UM 4400-123, FMF SASSY Management Unit Procedures

Appendix B to
ENCLOSURE (6)

6-B-68

MCO 1510.73C
DRAFT

ADMINISTRATIVE INSTRUCTIONS: Maintenance Records Status Files - DPR (Daily Process Report)

TASK: 3010.11.03 (CORE PLUS) RECONCILE CUSTOMER BACKORDERS

CONDITION(S): Given a Customer Backorder Listing (CBL), a maintenance records status file, access to an automated system with applicable software and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Monitor the reconciliation of all pending customer backorders with the CBL.
3. Direct corrective action as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. UM 4400-123, FMF SASSY Management Unit Procedures

ADMINISTRATIVE INSTRUCTIONS: Maintenance Records Status Files - DPR (Daily Process

Report)

TASK: 3010.11.04 (CORE PLUS) RECONCILE MAINTENANCE DEMANDS LIST

CONDITION(S): Given a Repairable Issue Point (RIP) maintenance demands listing, Demands Shopping List, access to an automated system with applicable software, and the references.

STANDARD(S): Ensure maintenance demands listing are maintained current and reflect the asset in the maintenance cycle.

PERFORMANCE STEPS:

1. Review the reference.
2. Direct reconciliation between shopping lists and maintenance demands listing.
3. Guide corrective actions.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

Appendix B to
ENCLOSURE (6)

6-B-69

MCO 1510.73C
DRAFT

1. Local SOP
2. UM 4400-123, FMF SASSY Management Unit Procedures

TASK: 3010.11.05 (CORE PLUS) MONITOR COMMERCIALY REPAIRED ASSETS

CONDITION(S): Given disposition instructions, access to an automated system with applicable software, and the reference.

STANDARD(S): To account for Secondary Repairable Assets repaired by a commercial source.

PERFORMANCE STEPS:

1. Review the reference.
2. Direct the preparation of assets for disposition.
3. Monitor the due from vendor Document Control File from build-to-receipt.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

TASK: 3010.11.06 (CORE PLUS) PROCESS UNSERVICEABLE ASSETS

CONDITION(S): Given unserviceable Secondary Repairable Assets, Automated Data Processing Equipment, maintenance order inspection tag, and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the reference.
2. Monitor the turn-in of unserviceable repairables.
3. Review transaction processing.
4. Direct the movement of the repairable asset to the maintenance facility.
5. Review asset status while in the repair cycle.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

Appendix B to
ENCLOSURE (6)

6-B-70

MCO 1510.73C
DRAFT

TASK: 3010.11.07 (CORE PLUS) CONDUCT ITEM REVIEW/STOCKAGE COMPUTATION

CONDITION(S): Given Repairable Issue Point (RIP) Item Review output reports, budget guidance, access to an automated system with applicable software, and the references.

STANDARD(S): To ensure Reorder (RO)/Reorder Points (ROP) are computed and loaded to the RIP General Account Balance File (GABF).

PERFORMANCE STEPS:

1. Review the references.
2. Analyze the output reports for validity.
3. Direct transaction changes as required to support customer demands within budget constraints.
4. Obtain allowance authorization from local commander.
5. Monitor processing of transactions (as authorized by local command) to update GABF.

6. Verify receipt of transactions by COMMARCORLOGBASES, Albany, GA.
7. Monitor the processing of transactions (as authorized by CG, COMMARCORLOGBASES, Albany, GA) to update the GABF.
8. Maintain RIP Item Review supporting documentation per the reference.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures

TASK: 3010.11.08 (CORE PLUS) SUPERVISE REDISTRIBUTION OF ASSETS FOR GENERAL ACCOUNT (GA)

CONDITION(S): Given the Repairable Issue Point (RIP) annual recomputation documentation, RIPs Due and Status File (DASF), Consolidated Assets Listings (CAL), supported changes of on-hand and allowance quantities, access to an automated system with applicable software, and the references.

STANDARD(S): To ensure identified on hand assets are rolled back to the GA or have Recoverable Items Report (WIR) submitted in accordance with the references.

PERFORMANCE STEPS:

1. Monitor the Recomp Reports and the CAL.
2. Direct the review of the pending DASF.

Appendix B to
ENCLOSURE (6)

6-B-71

MCO 1510.73C
DRAFT

3. Monitor the WIR of excess assets with D and L Recoverability Codes submitted to COMMARCORLOGBASES, Albany, GA.
4. Monitor the submission of equipment rollbacks to the General Account of excess with Recoverability Codes F, H, O, Z to the General Account Material Returns Program.
5. Direct the redistribution/disposal of excesses as directed by COMMARCORLOGBASES.
6. Monitor the submission of appropriate transactions to ensure the adjustment of files.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P4400.151_, Intermediate Level Supply Management Policy Manual

2. MCO P4400.82_, Regulated/Control Item Management Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures
4. UM 4400-60, Material Returns Program

Appendix B to
ENCLOSURE (6)